



AOP 13.01: EMERITUS APPOINTMENTS

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to provide an orderly process for emeritus/a appointments as authorized by the Board of Trustees of State Institutions of Higher Learning.

POLICY/PROCEDURE

Faculty members, academic administrators, and such other officers of the University as the President may designate, shall become eligible for the title “Emeritus/a” in connection with their rank when they retire. The emeritus/a appointment is an honorary title, which is to be conferred in recognition of meritorious contribution to the University and/or unit, but with no implied rights and privileges.

The President annually will consider the approval of recommendations for emeritus/a appointments. Nominations of individuals should be sent to the President, through appropriate channels, for consideration for subsequent approval.

In June of each year, the names of individuals retiring or who may have retired within the previous 12 months, with faculty or administrative titles will be sent by the Department of Human Resources Management to the Provost and Executive Vice President and other appropriate vice president(s) for review. Each individual to be considered for emeritus/a status will be reviewed initially by the originating department or home unit in which emeritus/a status will reside. A recommendation for emeritus/a appointment will be forwarded through appropriate administrative channels for consideration. Academic, Extension, and Research units should forward petitions through the appropriate chain of command (e.g., Department Head or Division Head, Dean, Provost and Executive Vice President), while administrative units should forward petitions through the relevant chain of command which may include Department Head or Division Head, Dean, Provost and Executive Vice President.

In instances where faculty members, academic administrators, and such other officers beyond one year of retirement from the University who were not nominated or previously considered or were denied emeritus/a status may be nominated for consideration in a subsequent year. The process for recommendation for emeritus/a status will follow the same procedure for recommendation as previously described with the addition of a review of the initial decision when the emeritus/a status was denied.

Under certain circumstances the president may grant emeritus status to deans, vice presidents, or others if deemed appropriate.

- Faculty members whose principal duty was in academic administrative and executive

service may have the title emeritus/a added to the administrative title.

- Approved academic executive administrator titles include: President emeritus/a, Provost emeritus/a, Vice President emeritus/a, Vice Provost emeritus/a and Dean emeritus/a. In such cases, the title may also be added to their academic rank (such as Dean emeritus/a of the College of Arts and Sciences). This honorific designation is reserved for administrators who have occupied leadership positions of significant responsibility over an extended period. Nominations will therefore be extended only in exceptional circumstances.
- As a general rule, an individual will not be considered for this honor unless he or she has met the foregoing criteria and served at least a year in:
 - a. An executive position; or
 - b. As a senior administrator (i.e., within two levels of reporting relationship to the president); or
 - c. In an administrative leadership position (e.g., within four levels of reporting relationship to the president).

Nominations for emeritus/a administrators should be forwarded to the president. It is expected that all nominations for emeritus administrator recognition will be supported by appropriate documentation of eligibility, including evidence of "distinguished and meritorious service to MSU."

Upon recommendation of the Provost and Executive Vice President, the names will be presented to the President for consideration.

The university reserves the right to revoke emeritus/a status due to malfeasance or contumacious conduct. Under such circumstances, the Provost and Executive Vice President may recommend to the President that emeritus/a status be revoked.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Executive Vice Provost for Academic Affairs with recommendations for revision presented to the Provost and Executive Vice President.

REVIEWED:

/s/ Peter Ryan 8/23/2021
Executive Vice Provost and Dean of the Graduate School Date

/s/ David R. Shaw 8/23/2021
Provost and Executive Vice President Date

/s/ Rebecca Robichaux-Davis 8/23/2021
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham 8/23/2021
Assistant Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 8/23/2021
General Counsel Date

APPROVED:

/s/ Mark Keenum 8/23/2021
President Date